



# Supporting our learners

## Financial Contingency Fund (FCF)

### Application guidance notes 2020/21

Before completing your FCF application, it is important that you read these guidance notes. If you do not understand anything, or have difficulty in completing your application our Learner Services team are available to help.

## Am I eligible?

To be eligible for financial support from the Financial Contingency Fund (FCF) you must:

- Have been awarded the Education Maintenance Allowance (EMA) or a Welsh Government Learning Grant (WGLG). However, we encourage you to submit your application for the FCF whilst awaiting your EMA or WGLG award notification. If you haven't applied for EMA or WGLG, application packs are available at your campus, or you can download a pack at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) or call 0300 200 4050
- Be aged 16 or over on 31<sup>st</sup> August 2020 and enrolled on a full time, further education course; or a part-time course if you are identified as being in care or a care leaver
- Have a 90% attendance record and adhere to the college's Code of Conduct
- Normally reside in the UK or have lived in the UK for 3 years before the start of the course (or qualify as a 'home student' in some other way such as being an EU national or refugee). Unfortunately we unable to offer support to asylum seekers

If your circumstances change, for example your course, number of hours of study, childcare arrangements or personal circumstances, you must let us know

---

## Section A: What do you need financial support with?

Support can be provided for the following:

- **Bus Pass**  
If you require a bus pass, you will need to pay a termly fee for your pass but will be able to travel for free to and from college  
  
If you're aged 16 - 18 and live in Blaenau Gwent, Caerphilly, Newport or Torfaen you MUST also apply to your local authority for a bus pass in the first instance. If you're aged 19 or over, live in Monmouthshire or you have been refused by your local authority you must complete a Coleg Gwent bus pass form at enrolment. 16-21 year olds MUST also apply for a My Travel Pass
- **Equipment, kit, uniform or Personal Protective Equipment (PPE)**  
If your course requires you to purchase essential equipment, kit, uniform or PPE, the fund can help with some or all of the cost
- **Disclosure and Barring Service Check (DBS)**  
If your course requires a DBS check, the fund can help towards the cost of this
- **Meal costs**  
If you're aged 16-18 and either you or your Parents / Guardian are in receipt of eligible benefits you can receive a daily meal allowance to the value of £3.60 per day to use on college catering facilities.  
A list of eligible benefits is included under Section D
- **Childcare**  
To receive financial support towards childcare costs you must complete a separate childcare FCF application form and have an annual household income of £20,000 or less. The FCF will pay up to 90% of your childcare costs for one child, and up to £45 per day

## Section B: Personal details

Please answer all questions ensuring you provide the course title, including level, to allow us to accurately assess your application

---

## Section C: Learner payment details

Please provide your sort code and account number (or Building Society Role Number). Any funding awarded for equipment, kit, uniform, Personal Protective Equipment (PPE) or Disclosure and Barring Service (DBS) check will be paid by BACS. Please ensure the details you provide are correct and if your account details change at any time please let us know.

---

## Section D: Household Income (Meals costs only)

You need only complete Section D if you are applying for help towards the cost of meals.

To qualify for help towards meal costs you, or your Parent/Guardian must be in receipt of one of the following benefits. Please provide evidence

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of Pension Credit
- Child Tax Credit (provided the parent isn't entitled to Working Tax Credit and has an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after a claimant stops qualifying for Working Tax Credit
- Universal Credit, provided the household has an annualised net earned income of no more than £7,400 (as assessed by earnings from up to three of their most recent assessment periods).

---

## Section F: Declaration and GDPR

Read the declaration and GDPR statement, sign and date the application form to show that you understand the declaration and provide your consent.

---

## How will I find out if my application is successful?

All communication with you will be by email to your college email account, you can access this on CG Connect. Funding isn't guaranteed until you receive confirmation from Coleg Gwent. FCF support is discretionary and not an entitlement, funds are limited and no awards are guaranteed. Allocations are also subject to any budgetary changes that Welsh Government may enforce.

Commitment to your course should not be based solely on receiving this support. If you leave college before the end of your course you may be asked to repay all, or part of your FCF award.

---

## What if my application is unsuccessful?

We will send you notification to your college email account, you can access this on CG Connect. If you would like to appeal the decision you have 14 days to do so from the date of the email.

Appeals should include your reasons for appeal, any additional evidence that you can provide and be sent to: [financial.support@coleggwent.ac.uk](mailto:financial.support@coleggwent.ac.uk). We will let you know the outcome of your appeal within 14 days of receipt.